

District of Columbia
Department of Energy & Environment



**FY17 NOTICE OF FUNDING & PARTNERSHIP AVAILABILITY
TO CONSTRUCT MUNICIPAL WASTEWATER FACILITIES
AND GREEN PROJECTS**

3/4/2016

Application deadline: by 5:00 pm on Friday, April 29, 2016

Pre-Application Meeting: 11:30 am, Monday, April 11, 2016

1200 First Street, NE 5th Floor

Washington, DC 20002

(202) 535-2600



FY17 NOTICE OF FUNDING & PARTNERSHIP AVAILABILITY
CLEAN WATER CONSTRUCTION PROGRAM

I. PURPOSE & SUMMARY

The District of Columbia (the District) receives Clean Water Act State Revolving Fund (SRF) (CFDA# 66.418) allocations for use in a Clean Water Construction (CWC) program. The Department of Energy & Environment (DOEE) is soliciting applications for projects that further the goals of the CWC program.

The goal of the CWC program is to provide a water quality benefit for District waters by funding the construction and/or retrofit of stormwater green infrastructure; the restoration and/or creation of stream, wetland, and riparian habitat; and treatment works projects. Treatment Works Projects are defined in Section 212 of 33 U.S.C 1292, and can include projects related to stormwater management and pollution prevention. All projects must reduce stormwater runoff, improve water quality, and/or enhance habitats which protect and/or improve water quality.

The product of this request will be an updated Project Priority List (PPL). The PPL identifies potential projects which have been determined eligible for SRF funding. DOEE uses this list to identify projects that are both ready to be implemented and likely to bring the greatest water quality benefit for the cost, and proposes funding them in the District's annual application to EPA for SRF funding.

DOEE has up to approximately six million, five hundred twenty-five thousand dollars (\$6,525,000) in funding. DOEE has made no determination regarding the number of projects that will be funded.

Project Priority List (PPL)

All project applications meeting minimum eligibility requirements will be scored by an independent review team and placed on the draft PPL. The PPL is one list showing all eligible projects in order of rank, from highest to lowest. Projects are tagged as either Treatment Works Projects or Nonpoint Source Projects. Each project listing includes relevant information, such as numerical ranking, average score, project name, applicant organization, project category, and cost.

DOEE will solicit public comment on the draft PPL through a public comment period and public hearing. The public participation process allows the public to become aware of and involved in the District's determination of priority environmental problems and its utilization of Federal grant funding to address those problems. At the close of the public comment period, DOEE will address the comments received and adopt the PPL as final. The final PPL will be submitted to EPA for review and acceptance. Only projects included on the PPL approved by EPA are eligible for funding with these EPA grant funds.

II. ELIGIBILITY

Applicants must be registered to do business in the District of Columbia. Nonprofit organizations with IRS 501(c) 3 or 501(c) 4 determinations, educational institutions, District government agencies or other local organizations may apply to partner with DOEE.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of specifically skilled staff, and those staff should leave after the application's submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing. Another example would be the loss of the organization's nonprofit tax status.

Funding may be used for all activities required to design, permit, manage and construct selected projects. All projects must reduce stormwater runoff, improve water quality, and/or enhance habitats which protect and/or improve water quality. Funding can also be used to comply with administrative requirements which accompany SRF funds, and for project-related outreach and education. Long-term project maintenance is required, but is not fundable.

Minimum Eligibility Requirements

- a. All projects must either reduce stormwater runoff, improve water quality, and/or enhance habitats which protect and/or improve water quality;
- b. The property must be located within the District;
- c. The project owner has the capacity to comply with administrative requirements of federal, District, and other funding sources;
- d. Project can be completed within the grant period of the federal grant that funds it; and
- e. Project must be maintained to ensure functionality for its effective life.

III. APPLICATION AND SUBMISSION INFORMATION

All applications must be received at the address below by 5:00 pm on Friday, April 29, 2016.

Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

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CLEAN WATER CONSTRUCTION PROGRAM

The Department will not receive faxed copies. Do not submit a faxed copy. The hard copies must be filed with DOEE at the following address:

**Department of Energy & Environment
Stormwater Management Division
Attn: Suzy Wald
1200 First Street, NE, 5th Floor
Washington, DC 20002**

The electronic copy should be sent to the following email address: suzanne.wald@dc.gov

Please note, if an organization is applying for more than one project, a separate application packet must be submitted for each.

Format

- a. Use plain, white, 8 ½" x 11" recycled paper with one-inch margins, headers and footers.
- b. Applications should be double-sided if possible.
- c. Limit each project description to 5 double-spaced pages. Photographs, construction drawings and outreach materials are not included in the page limit.
- d. Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

Cover Sheet

Please complete the attached cover sheet, Appendix 1, with organization and project information, as requested.

Brief Project Summary

- a. Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the applicant can reference a web site or an attached organizational brochure or resume.
- b. Summarize past performance of District of Columbia grants/contracts.

- c. Identify partners: Sometimes partnerships can improve the success of a project. These might be agencies, non-governmental organizations, companies or individuals. If a partner is involved in the project, the applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

- d. Project Type

Declare whether the proposed project is categorized as a Treatment Works Project or a Nonpoint Source Activity, as defined in Appendix 2, *District of Columbia Project Priority System*.

- e. Project Outcomes and Outputs

The Office of Management and Budget requires that organizations receiving federal grant funds document outcomes, outputs, and activities. Describe the activities that will be undertaken to achieve outputs and project outcomes.

A project outcome is a medium to long-term result that occurs and/or continues after the project ends. For example, an outcome could be improved health and size of a riparian buffer, or amount of pollutant reduced.

Outputs are short-term results achieved at the end of the project period such as installation of "x" square feet of green roof, or linear feet of stream restored. Outputs should be quantified.

- f. Budget

Provide both a budget narrative and a budget table. The narrative includes an explanation for each of the budget line items. Information should be thorough enough to allow an understanding of how requested budget amounts were derived.

The budget table should include three columns, one for the federal funds, and one for the non-federal match, and one for the project total. If the project will occur in stages (solicitation, design, permitting, construction), then identify the cost associated with each stage. All construction projects must provide proof of 100% performance and 100% payment bond¹. Finally, determine that costs are allowable in accordance with 2 CFR Part 200, Subpart E.

¹ Some District of Columbia agencies may have official approval for contractors to provide a 50% performance bond. DOEE will require documentation of this approval if the project is funded.

g. Non-federal Match

All projects that are ultimately deemed eligible and selected for construction grants will be funded at a 55% Federal grant share. The total of all sources of project match must meet at least 45% of the total project budget. Match contributions must be documented and verifiable with cost accounting. Contributions of in-kind services do not meet the criteria for match.

**IV. DOCUMENTS TO BE FILED BY NONGOVERNMENTAL ORGANIZATIONS
AS PART OF THIS PROPOSAL**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the applicant has requested the document, DOEE may accept a copy of the applicant’s request to the agency as proof of the request.

1. Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the District of Columbia Department of Consumer and Regulatory Affairs (DCRA). The Certificate shall be current. DOEE defines “current” as having been issued within 60 days of the date of the application’s submission.

2. Promises, Certifications and Assurances Document

Each applicant must sign the document called “Promises, Certifications and Assurances” (PCA), Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath, is a condition of eligibility for the grant. If the Applicant organization is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The applicant is not required to send the entire document back to DOEE. Rather, DOEE requires the table of contents and the signature page. The applicant should print the pages on which the

Table of Contents appears and the last signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District's agencies. DOEE defines "current" to mean as of the date of the application, the date of a grant award, and the period of the grant. DOEE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

3. W-9 tax form

The applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service purposes. DOEE defines "current" to mean that the document was completed within the same calendar year as that of the application date. If the applicant has submitted a current completed W-9 to DOEE for another application, or for another purpose, the applicant may submit a copy of that document.

4. Tax Exemption Letter

The tax exemption letter is the Internal Revenue Service's determination letter of non-profit status, if one was issued. If not available, then the applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its IRS tax status application. If the group has a supporting organization with an IRS tax determination, the related documents should be submitted.

If there is no IRS documentation because the organization is a religious organization the applicant may submit the best evidence it can of its status: (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (ii) the applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iii) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations*)

5. Applicant's financial statements

If the applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the applicant must provide its most recent complete year's unaudited financial statements.

6. Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties between people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the applicant may create the statement for the application. The applicant should state which is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling the organization's money.

NOTE: APPLICATIONS THAT ARE MISSING ANY OF THE ABOVE MENTIONED INFORMATION WILL NOT BE CONSIDERED BY DOEE.

The following conditions apply to this request for partnerships:

- a. DOEE reserves the right to accept or deny any or all applications if DOEE determines it to be in the best interest of the District to do so. DOEE shall notify the applicant if it rejects that applicant's proposal. DOEE may suspend or terminate this request pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- b. DOEE reserves the right to issue addenda and/or amendments subsequent to the issuance of this request for applications, or to rescind it.
- c. DOEE shall not be liable for any costs incurred in the preparation of applications in response to the request. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- d. DOEE may conduct pre-award on-site visits to verify information submitted in the application, and to determine if the applicant's facilities are appropriate for the services intended.
- e. DOEE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- f. Grants made using funding from a Federal agency may be subject to 2 CFR 180, 2 CFR 200, 2 CFR 225, 2 CFR 220, and 2 CFR 215.

V. DOCUMENTS TO BE FILED BY NONGOVERNMENTAL ORGANIZATIONS IF DOEE NOTIFIES THAT IT WILL MAKE THE GRANT

Each of the following documents must be filed with DOEE before DOEE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the applicant/grantee has requested the document, DOEE may accept a copy of the applicant's request to the agency as proof of the request.

1. Certificate of insurance

The grantee shall be required to submit a Certificate of Insurance giving evidence of the required coverage, either before or after the award, but before work commences. Required insurances are listed in section VI, part 7 of the PCA (Appendix 3). In reviewing the grant proposal, DOEE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

2. Assurance of continued truth and accuracy

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an applicant, is to advise DOEE of material changes since the filing of the application.

VI. PRE-APPLICATION QUESTIONS & ANSWERS

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the project for which it is applying. Applicants should direct all questions to Suzy Wald at suzanne.wald@dc.gov. All questions and answers will be posted on the DOEE website: www.doe.dc.gov/stormwater.

Applicants will have an additional opportunity to ask questions and receive answers at the pre-application meeting, to be held on April 11, 2016, at 11:30. The meeting will be held at 1200 First Street N.E. Applicants will gather in the DOEE 5th floor reception area. Questions and answers from this meeting will also be posted on the DOEE website.

APPLICATION REVIEW INFORMATION

1. Review Panel

The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the CWC program goals. The review panel will review, score and rank each project application.

Review panels vary in size. Typically three to five people sit on a review panel. At least two of the review panel will be from DOEE staff. Whenever practicable each panel will have at least one person from outside of DOEE.

2. Scoring Criteria

The reviewers will evaluate projects for their potential contribution to protecting and enhancing water quality. A proposal is scored using the criteria for either Treatment Works Projects or Nonpoint Source Activities. The scoring of each application is based on a 100-point scale. The applicant should read this list carefully, ensuring that the proposal addresses each of the criterion. Projects which receive the highest score represent those which are needed most, and therefore considered highest in priority for investment of public funding.

The scoring criteria are presented in the Government of the District of Columbia Project Priority Rating System (PPRS) (Appendix 2). Green infrastructure and habitat restoration projects will be evaluated using the Nonpoint Source Activity evaluation criteria. Projects that protect or improve water quality by meeting a water quality standard, or by reducing or eliminating specific, existing water quality problems will be evaluated using the Treatment Works project evaluation criteria. Projects will be evaluated on the basis of the quality of information provided.

3. PPL Announcements

A copy of the list of projects that will be included in the PPL will be sent to all applicants within ten (10) weeks after the application due date.

DOEE will notify the applicant in writing if the applicant's proposal is determined to be ineligible for inclusion on the PPL.

4. Other Provisions

The EPA and/or DOEE may require changes in the proposal before it will award funds. In this circumstance, DOEE will enter into negotiations with the applicant to establish funding amount and proposal revisions.

VII. AWARD ADMINISTRATION

1. Award Date/Payment for Funded Projects

- a. Awards cannot be made before the date that federal and other major funding is received by DOEE.
- b. Partners will not be reimbursed for any work that is undertaken before a grant award or intradistrict funding transfer is fully executed.
- c. All subgrant awards will be reimbursable for work performed.

2. Reporting

Partners will be required to submit quarterly status reports and a final report. Reporting templates will be provided through the subgrant award or MOU. In addition, DOEE reserves the right to request information whenever it is needed.

3. Reimbursement

- a. Invoices/Requests for Reimbursement may be submitted as approved funds are spent. Supporting documentation for all expenditures must be submitted with the invoice. Documentation requirements are detailed in section IV, part 2 of the PCA (Appendix 3).

Reimbursement payment will be mailed to the address on file for the grantee organization. Invoices are generally paid six (6) weeks after DOEE receives them.

VIII. PROGRAMMATIC, ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS FOR GRANTEEES

Applicants will adhere to all requirements included in Appendix 4, FEDERAL REQUIREMENTS AND CONTRACT PROVISIONS FOR WORK UNDER THE FEDERAL WATER POLLUTION CONTROL ACT, AS AMENDED; and Appendix 5, Construction Grant Administrative Conditions.